

South Downs National Park Authority

Member Role Description

National Park Purposes

The South Downs National Park exists to conserve and enhance the natural beauty, wildlife, and cultural heritage of its area, to promote wide public understanding and enjoyment of them and, with others, to foster the social and economic well-being of communities within the Park.

Role Description

1. Accountabilities

- To the full National Park Authority
- To the public interest.

2. Purpose of the Role and Activity

- **Representing the national interest**
 - To bring the national context to bear in decision making
 - To promote the profile and effectiveness of the National Park Family both through the work of your own Authority and through co-operative action with key stakeholders / partners including National Parks UK (NPUK); NPW & National Parks England (NPE)
 - To act as an ambassador for the NPA and wider National Park Family.
- **Representing the National Park Authority**
 - To represent and be an advocate for the National Park Authority on external outside bodies and at national events
 - To represent the National Park Authority on local partnership bodies, promoting common interest and co-operation for mutual benefit
 - To be an advocate for the special qualities of the National Park
 - To liaise with other members, principal authorities, officers and partner organisations to ensure that the purposes and aims of the National Park Authority are understood and supported.
- **Representing and supporting communities**
 - To represent the interests of the population of the National Park and surrounding communities
 - To be a channel of communication between the community and the National Park Authority particularly in regard to strategies, policies, services and procedures
 - To promote wide public understanding and enjoyment of the Park
 - Foster the economic and social well-being of communities in the Park in the pursuit of its statutory purposes.

- **Making decisions and overseeing National Park Authority performance**
 - To apply the purposes of National Parks in all decision making - balancing and integrating the environmental, social and economic considerations. When there are conflicts between the two statutory purposes the first purpose is given priority
 - To work with the Chair, Chief Executive, other Members, Officers, Stakeholders, Partners and communities to discharge the functions of the NPA and maximise the use of human and financial resources
 - To act with independent judgement using your skills, experience, local, regional and national knowledge, in the best interests of the NPA
 - To collectively participate in the development of policy direction, strategic thinking and innovation within the Authority through the development of management policy and business plans
 - To approve, scrutinize and monitor the implementation of the Authority's policies, procedures and statutory functions
 - To promote and ensure efficiency and effectiveness in the provision of National Park Authority services
 - To support the principles of democracy and accept collective responsibility for the decisions of the NPA and their impact on Authority resources.
- **Internal governance, ethical standards and relationships**
 - To achieve efficient, effective, transparent and accountable governance of the National Park Authority and its affairs
 - To promote and support open and transparent National Park Authority services
 - To support, and adhere to, respectful, appropriate and effective relationships with Members and Officers of the National Park Authority.
 - To adhere to the Members' Code of Conduct and the highest standards of behaviour in representing the National Park Authority
 - To engage in and demonstrate the Authority's commitment to the equalities agenda
 - To adhere to the seven general principles of public life.
- **Personal and role development**
 - To take responsibility for your own personal learning and development (local and national)
 - To actively participating in opportunities for development provided for Members by the National Park Authority, NPUK & NPE.
 - To comply with any Authority approved target for attendance at meetings and training events.

Role Description for Chair/Deputy Chair of the South Downs National Park Authority

In addition to those roles and functions set out in the member role description the following applies to the Chair of the SDNPA:

Purpose of the Role

- To champion the purposes of the National Park and provide dynamic and effective, strategic leadership in partnership with Members and the Chief Executive in the achievement of the Authority's statutory duties and relevant targets.
- To monitor Member performance and offer guidance and support to Members to ensure the good public standing of the Authority is upheld and also to promote the professional development of Members so that they can carry out their role effectively.

Key Functions

- To chair meetings of the Authority and ensure that standing orders and good practice are complied with at all Authority meetings.
- To represent the Authority at a national, regional and local level in its relations with key stakeholders and communities.
- To adhere to and promote the Members' Code of Conduct to encourage the highest standards of behaviour in public office
- To represent the Authority's views as necessary to the press and media, and play an ambassadorial role in promoting positive relationships with external parties and organisations.
- Working with Members and the Chief Executive to ensure that the Authority's actions, decisions and use of resources are consistent with the purposes of designation and the legal responsibilities of the Authority.
- To act as a link between the Authority and the relevant Minister, national agencies and the other national park authorities. Reporting, liaising and representing the Authority to government and working with other national park authorities to influence national and regional policy.
- In accordance with the Authority's Members' Performance Assessment Framework to assess Members' performance as appropriate and report to the Secretary of State and appointing authorities accordingly.
- To be a member of the selection panel which makes recommendations to the Minister on the appointment of new "national" members to the Authority.

- To develop and maintain an effective working relationship with the Chief Executive providing support and guidance as necessary and acting as a bridge between Members and Officers.
- To monitor the welfare of the Chief Executive and ensure that an effective appraisal and development process takes place.
- To foster the working relationship with all other UK National Parks and promote the interests of UK National Parks at local, national and international level

Role of Deputy Chair

- To fulfil the duties of the Chair in his/her absence
- To assist the Chair in specific duties as required.
- To undertake the annual performance review of the Chair
- To support the chair in undertaking annual performance reviews of Members